



Department of Permitting Services  
Division of Building Construction  
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<http://www.montgomerycountymd.gov/permittingservices>



## Site Plan Requirements Two Story Additions, Second Story Additions and New Single Family Dwellings

### Required information to include in the site plan:

- TWO (2) COPIES OF A SITE PLAN MUST SHOW THE FOLLOWING:
- Scale
- Property lines
- Location of streets
- Existing and proposed structures properly identified, accurately located and dimensioned.
- Other existing and proposed site features, such as sidewalks, steps, porches, driveways, mechanical equipment.
- Location, height and area of all structures.
- Front, side and rear setbacks of all proposed structures.
- Plat number
- Lot coverage (lot area covered by buildings).
- Location and identification of all easements.

In the R-60, R-90, R-150, R-200 zones, **Established Building Line information is required if proposing a new one-family dwelling**— this plan **MUST** be prepared by a Md. licensed land surveyor or civil engineer. **An established building line is not required for any addition, as amended by ZTA 08-11.**

### The following information is required to determine building height and **MUST** be prepared

In the R-40, R-60, R-90 and R-200 zones (if the lot area is less than 40,000 sq. ft.), the following information is required to determine BUILDING HEIGHT and **MUST** be prepared (drawings signed and sealed) by a Md. licensed land surveyor, civil engineer or architect and indicate the following:

- Existing topography or grades (pre-development grade) and proposed finished grades around the perimeter of the house and proposed addition. These grades must be above sea level elevations.
- Grade elevations (above sea level grades) at basement/cellar slab, first floor and at mean height between eaves and ridge of roof.

### In all zones a project will be reviewed as an Standard Development if:

- the demolition is 50% or less of the existing floor area of all floors of the dwelling as of 04/28/09, OR
- the floor area of the addition is 50% or less of the floor area of all floors of the existing dwelling as of 04/28/09.

### To verify the project is Standard Development, submit the following information:

- Total floor area of the existing dwelling, include basement or cellar, 1<sup>st</sup> floor, 2<sup>nd</sup> floor and ½ story level if applicable.
- Floor area(s) to be demolished.
- Total floor area added, include basement or cellar, 1<sup>st</sup> floor, 2<sup>nd</sup> floor and ½ story level if applicable.

**Example:**

**BUILDING PERMIT APPLICANT MUST COMPLETE  
and SUBMIT with PERMIT APPLICATION and PLANS**

Existing floor area of main dwelling (as of 04/28/09)	Basement or Cellar=	
	1 <sup>st</sup> Floor =	
	2 <sup>nd</sup> Floor =	
	½ Story (if applicable) =	
	Total floor area of existing =	

Demolished and reconstructed floor area (do not include additional floor area)	Basement or Cellar=	
	1 <sup>st</sup> Floor =	
	2 <sup>nd</sup> Floor =	
	½ Story (if applicable) =	
	Total floor area demolished and reconstructed =	

Additional floor area (do not include demolished floor area)	Basement or Cellar=	
	1 <sup>st</sup> Floor =	
	2 <sup>nd</sup> Floor =	
	½ Story (if applicable) =	
	Total floor area added =	

IS THE

Total floor area demolished and reconstructed =	
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OR THE

Total additional floor area added to the dwelling =	
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MORE THAN 50% OF THE

Total floor area of the existing dwelling =	
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IF YES,  
THIS BUILDING PERMIT APPLICATION IS INFILL DEVELOPMENT: YES ☐ NO ☐

IF NO,  
THIS BUILDING PERMIT APPLICATION IS STANDARD DEVELOPMENT: YES ☐ NO ☐